

March 5, 2007

Operations/Concessions Department

Indiana State Fairgrounds
Indianapolis, IN

Position Description:

The Operations/Concessions Department manages the facility contracts for all of the year-round activities at the Indiana State Fairgrounds and oversees event set up as well. During the annual Indiana State Fair the Department manages the concessionaires and vendors at the Fair as well as the set up requirements for all of the special events held during the Fair. In managing the concessionaires and vendors, the Department collects daily percentages of revenue from food concessionaires, manages all permits, identification materials and the day-to-day operations of all concessionaires and vendors.

This internship is a great learning experience for those students who are interested in facility food services and concessions. The position pays \$7.50 per hour. Responsibilities include but are not limited to:

1. Data entry – tracking all vendors during the Indiana State Fair.
2. Accounting – generating invoices and tracking percentages of daily sales for vendors.
3. General office procedures – mailings, filing, answering phones.
4. Customer Service – working via phone as well as face-to-face with vendors.

**The start date of the internship is May 1, 2007.

For more information or to apply, please contact:

Mark Anderson
Human Resources Manager
Indiana State Fair Commission
1202 East 38th Street
Indianapolis, IN 46205
(317) 927-7508
fax: (317) 927-7695
manderson@indianastatefair.com

Position Details:

Duration: Four months May-August – applicant will be working weekends beginning July 28th.